



Icahn School of Medicine at  
Mount Sinai

Grants and Contracts Office

**Guidance for Preparing  
National Institutes of Health (NIH)  
Other Support (OS) Pages**

Rev. 12/18/2024

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## **I. Introduction**

These instructions were developed to assist you in creating and managing information required in the National Institute of Health's (NIH) Other Support page. This instruction set is compiled from the NIH's Grants Policy Statement, Other Support Instructions, Frequently Asked Questions (FAQs) and Sample Page as well as from GCO's Other Support classes, FAQs, Checklist and other resources. The instructions are organized in the following sections.

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This document uses the terms "senior/key personnel" and "investigator" interchangeably.

## II. Requirements

### A. Overall

Other Support is a document that the NIH requires for all key personnel except for Consultants and Other Significant Contributors.

- It includes all resources made available to a researcher in support of and/or related to all of their research endeavors.
- This is regardless of whether or not they have monetary value.
- This is regardless of whether they are based at the institution the researcher identifies for the current grant.
- This includes resources and/or financial support from all foreign and domestic entities that are available to the researcher.
- This includes the investigator's electronic certification that the information contained is true, complete, and accurate.

Refer to [GCO's Glossary of Common Terms](#) for definitions of key personnel, consultants, and other significant contributors.

Review the Senior Key Personal Profile page of the NIH application to determine who the Principal Investigator (PI) has designated as such.

### Sample Other Support page adapted from the NIH

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020) Approved Through 02/28/2023  
OTHER SUPPORT

\*Name of Individual: Anderson, R.R.  
Commons ID: AndersonRR

#### PROJECTS/PROPOSALS

ACTIVE: None

PENDING

\*Title: Liposome Membrane Composition and Function

Major Goals: The major goals of this project are to define biochemical properties of liposome membrane components and maximize liposome uptake into cells.

\*Status of Support: Pending

Project Number: DCB 950000

Name of PI/PI: Anderson, R.R.

\*Source of Support: National Science Foundation

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date: (MM/YYYY) (if available): 10/2021 - 09/2023

\* Total Award Amount (including Indirect Costs): \$262,921

\* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (###.###)
1. 2022	2.4 calendar
2. 2023	2.4 calendar

#### IN-KIND

\*Summary of In-Kind Contribution: Post-doctoral fellow, Dr. John Smith, who conducts research activities in the Anderson lab. Salary supported by Oxford University.

\*Status of Support: Active

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

\*Person Months (Calendar/Academic/Summer) per budget period: N/A

\*Estimated Dollar Value of In-Kind Information: \$80,000

\*Overlap: None

I, PI/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

\*Signature:

Date: March 25, 2021

Page 1

Other Support Format Page

### Senior / Key Personnel Profile Page

OMB Number: 4940-0001  
Expiration Date: 10/31/2019

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

**PROFILE - Project Director/Principal Investigator**

Profile: \* First Name Middle Name Suffix  
\* Last Name  
Position/Title Department Division  
Organization Name  
Street1 Street2  
\* City County Parish  
\* State Province  
\* Country (USA, SELECT OTHER) \* Zip / Postal Code  
\* Phone Number Fax Number  
\* E-Mail  
Credential, e.g., agency sign  
\* Project Role: \* Other Project Role Category:  
Degree Type: Degree Year:  
Attach Biographical Sketch Attach Current & Pending Support Add Attachment Cancel Attachment Delete Attachment

**PROFILE - Senior/Key Person 1**

Profile: \* First Name Middle Name Suffix  
\* Last Name  
Position/Title Department Division  
Organization Name  
Street1 Street2  
\* City County Parish  
\* State Province  
\* Country (USA, SELECT OTHER) \* Zip / Postal Code  
\* Phone Number Fax Number  
\* E-Mail  
Credential, e.g., agency sign  
\* Project Role: \* Other Project Role Category:  
Degree Type: Degree Year:  
Attach Biographical Sketch Attach Current & Pending Support Add Attachment Cancel Attachment Delete Attachment

To ensure proper performance of this form, after adding 20 additional Senior/Key Persons, please save your application, close the Adobe Reader, and reopen it.

Other support does not include the following funding on the Other Support page:

- training awards where you are the mentor
- prizes
- gifts
- start-up support provided to the investigator by the applicant organization

Please review the NIH definition when determining whether the funding or contribution is a gift.

NIH defines gifts as resources provided where there is no expectation of anything (e.g. time, services, specific research activities, money, etc.) in return. Refer to GCO's [Gift vs Sponsored Project Checklist](#) for additional guidance on determining whether a contribution is a gift.

The Other Support page is organized in the following sections for each investigator:

1. Projects / Proposals: Active and Pending
2. In Kind Contributions: Active and Pending
3. Overlap
4. Certification

#### Form Information

There is no form page for the Other Support. GCO strongly encourages using the Mount Sinai template. Visit the [SharePoint site](#) for the template and more information. At the top of the page include the Investigator's Name and eRA Commons ID. Investigators typically include their professional degree as well.

#### **B. Projects/Proposals**

Provide active and pending support for all senior/key personnel. Enter your support entries so they are grouped together based on the "Status of Support" and are in the order of active and pending support from top to bottom. If there are no active or pending proposals, state "None" in the active or pending subsection.

Do include:

- Any sponsored project if you are the Principal Investigator (PI). This includes training grants and pharmaceutical sponsored research
- Any sponsored project where you have measurable effort
- Funding from internal Mount Sinai grant competitions
- Projects/Proposals at other institutions
- Grants awarded to a Mount Sinai Health System hospital

Do not include:

- Internal Mount Sinai seed / startup funds
- Completed/Closed Sponsored Projects

The fields for each entry are as follows:

- 1) Title
- 2) Major Goals
- 3) Status of Support
- 4) Project Number
- 5) PI Name
- 6) Source of Support
- 7) Primary Place of Performance
- 8) Start and End Date
- 9) Total Award Amount
- 10) Person Months

Projects/Proposals  
Active:

33 \*Title: Big Hearts are Better than Big Brains  
39 Major Goals: We surmise that big hearts are better than big brains.  
43 \*Status of Support: Active  
49 Project Number: R01 GM035448  
51 Name of PI: Gottlieb, Allison  
60 \*Source of Support: NHLBI  
71 \*Primary Place of Performance: Icahn School of Medicine at Mount Sinai  
81 Start and End Date: 9/1/2019 – 8/31/2024  
91 \*Total Award Amount: (including Indirect Costs): \$1,492,232  
100 \* Person Months (Calendar/Academic/Summer) per budget period

Year (YYYY)	Person Months (##.##)
3. 2022	3.6 calendar
4. 2023	3.6 calendar
5. 2024	3.6 calendar

#### Subawards and Multi-Project Awards

When including Projects/Proposals Other Support under a subaward or that is part of a multi-project award: Indicate the project number, Name of PD/PI, and source of support for the overall project. Provide all other information (e.g., total award amount, person months) for the subproject/subaward only. Please see the [subaward section](#) of this document for instructions on locating the data.

#### Instructions for Each Project/Proposal Field

Below is additional information regarding fields for each project/proposal. For information regarding how to collect the information please see this section, “Best Practices for Collecting and Managing Information.” In addition, please refer to [GCO’s Other Support FAQs](#) for additional answers to questions regarding projects/proposals.

- 1) Title  
Identify the title of the project, subproject, or activity.
- 2) Major Goals  
Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement or a description of the activity.
- 3) Status of Support  
Indicate if the support is currently active or pending.
- 4) Project Number  
Provide the project number. If applicable, include a code or identifier for the project.
- 5) PI Name  
Provide the name of the Contact PD/PI of the project. If this is a Multiple PI grant, you may include the names of all the Principal Investigators.

6) Source of Support

Identify the agency, institute, foundation, or other organization that is providing the support. Include domestic, foreign, institutional, federal, public, and private sources of support.

When the source of funding is a subaward, GCO recommends you type “Name of Subaward – Name of Funding Source” (example: NYU – NIH).

7) Place of Performance

Primary location where the project or activity is being executed. This is the entity that is receiving the funds directly from the funding entity. This typically will be the Icahn School of Medicine at Mount Sinai.

8) Start and End Date

Indicate the inclusive dates of the project/activity as approved/ proposed. For example, in the case of NIH support, provide the dates of the approved/proposed competitive segment.

Including the start and end day or leaving it out (e.g., 7/1/2021 or 7/2021) are acceptable. These dates are competitive. That means for example if your grant has been running for 20 years, include the current competitive segment, for example 4/1/2020 – 3/31/2025 or 4/2020 – 3/2025.

9) Total Award Amount

For active projects, provide the total award costs for the period of performance, including indirect costs. For example, in the case of NIH support, provide the total award costs for the competitive segment. For a pending project, provide the proposed total costs for the period of performance.

Keep in mind that if your grant has been awarded for many competitive segments, list the total award for all the years in the current competitive segment only.

Example: Your grant has been running since 7/1/2003. Do not include the total award amount starting from then. Include the total award from the most recent competitive segment. That would be the total award amount for 5 years from 7/1/2023 to 6/30/2028.

10) Person Months

Indicate calendar months associated with each project. For an active project, provide the level of actual effort in calendar months (even if unsalaried) for the current budget period and indicate the proposed level effort for each remaining budget period. The NIH allows for academic (e.g., 9 months) and summer month appointments (e.g., 3 months) but Mount Sinai runs on a calendar year only.

**Proposal Period Start and End Date: 8/1/2021 – 7/31/2023**

Year	Person Months
2022	2.4 CM
2023	2.4 CM

Y1 Budget Period Start and End Date: 8/1/2021 – 7/31/2022

Y2 Budget Period Start and End Date: 8/1/2022 – 7/31/2023

If the investigator is reporting on a budget period that spans two calendar years, enter the latter year.

For example, if the budget period runs from Aug 2021 through July 2022, enter “2022” for the year. The following year in the example above would be “2023.”

For instructions on actual effort information, please see the [Sinai Cloud HR section](#) of this document.

For a pending project, indicate the level of effort in person months as proposed for each budget period.

### C. In Kind Contributions

Provide active and pending in-kind contributions for all senior/key personnel. Enter in-kind entries so they are grouped together based on the "Status of Support" and are in the order of active and pending support from top to bottom. If there are no active or pending in kind contributions, state "None" in the active or pending subsection.

In kind contributions are non-monetary contributions such as office/laboratory space, equipment, supplies, or employees or students supported by an outside source.

Examples include financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.).

Other types of activities that are included in the In Kind section are:

- Consulting agreements, when the investigator conducts research as part of the consulting activities. *Non-Research Consulting Activities are not Other Support.*
- Trainees and volunteers conducting research as part of the investigator's team paid directly by an outside party.
- Drug agreement from a company supporting an NIH-funded trial.

An item or service given with the expectation of an associated time commitment is not a gift. Rather, it is instead an in-kind contribution.

Do not include:

- Gifts. The NIH defines gifts as resources provided where there is no expectation of anything (e.g. time, services, specific research activities, money, etc.) in return.
- Fellows supported by training and fellowship grant where the award is made to Mount Sinai.
- An in-kind contribution if it is intended for use on the project being proposed to NIH in this application. Rather, this information must be included as part of the Facilities and Other Resources or Equipment section of the competitive application.
- Internal Mount Sinai seed / startup funds.
- No longer active in kind contributions.

*The investigator is the source of in kind contributions information. In kind contributions are not tracked by the GCO.*



The fields for each entry are as follows:

- |                                 |  |
|---------------------------------|--|
|                                 | In Kind Contributions entry  |
| 1) Summary                      | 1) Summary of In-Kind Contribution: Post-doctoral fellow, Dr. John Smith, who conducts research activities in the Anderson lab. Salary supported by Oxford University. |
| 2) Primary Place of Performance | 2) Primary Place of Performance: University of California, Los Angeles   |
| 3) Start and End Date           | 3) Start and End Date: 2/1/2022 – 1/31/2025  |
| 4) Estimated Dollar Value       | 4) Estimated Dollar Value of In-Kind Information: \$80,000   |

Below is additional information regarding the fields. In addition, please refer to [GCO's Other Support FAQs](#) for additional answers to questions regarding In kind contributions.

#### 2) Place of Performance

Primary location where the activity is being executed. This typically will be the Icahn School of Medicine at Mount Sinai.

#### 4) Estimated Dollar Value

Provide an estimate for the value. If the dollar value is not readily ascertainable, reasonable estimates should be provided.

### D. Overlap

After listing all support, summarize for each individual any potential overlap with the active or pending projects and activities, other positions, affiliations, and resources and this application. The NIH does not allow for overlap. Any type of overlap (i.e., scientific, budgetary, or commitment) must be addressed. and resolved by the NIH Institute/Center with the applicant and the PI at the time of award. Please review the Notes tab in [GCO NIH's Other Support Checklist](#) for additional sample language for addressing overlap.

#### 1. Scientific Overlap

Scientific overlap occurs in the following scenarios:

- (1) Substantially the same research is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration or
- (2) A specific research objective and the research design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source.

Example: NIH is reviewing a project under consideration for funding and the same project has also been submitted to the American Heart Association.

These changes are considered scientific overlap:

- Rewording large sections of the application while retaining the scientific goals and objectives.
- Making changes to sections such as the Significance or Innovation but not changing the intent of the application.
- Adding one or more new collaborator(s).
- Including additional preliminary data.
- Making substantial additions to the pre-existing Approach when the majority of the old design persists in the "new" application.

- Requesting assignment to a different NIH Institute/Center or review by a different Scientific Review Group.
- Submitting the application to a different program announcement (PA, PAS or PAR).

These substantial changes are not considered scientific overlap:

- Using significantly different model systems.  
Changing the disease model.
- Using a similar methodological approach for a substantially different question.
- Asking a significantly different question.
- Using a very different methodological approach to address a similar issue.

*Please contact the NIH Grants Management Officer or Program Officer if you have any questions or need assistance.*

Sample Language Addressing Scientific Overlap:

There is scientific overlap between aim 2 of Grant X and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

## **2. Budgetary Overlap**

Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., equipment, salaries) are requested in an application but already are provided by another source.

Example: A PI of 2 projects, one on heart disease and the other in hypertension, uses the same clinical labs for both.

Sample Language Addressing Budgetary Overlap:

The budget for this application included costs for sample collection. Since the time of submission another award (grant # X) has been funded where sample collection is occurring. While there is no scientific overlap between the studies these samples may be used for both awards. Therefore, we are requesting that if awarded direct costs of Y and corresponding F&A of Z be removed from budget of this award.

## **3. Commitment Overlap**

Commitment overlap occurs when an individual's time commitment typically exceeds 11.4 calendar months whether or not salary support is requested in the application.

Determine the cumulative effort of the current budget period across active projects and include the grant for which the Other Support document is under consideration. Also take into consideration any awards that you know are to be funded. If this cumulative effort exceeds 11.4 CM, address this with specific plans in the overlap section of the OS page. Also review the Notice of Award of each sponsored project and take appropriate action if there any prior approval requirements for reducing or changing effort of key personnel.

For Just in Time (JIT) submissions, consider when the JIT grant begins and when any other active grants may end when determining cumulative effort. For example if the JIT grant’s proposed start date is September 2024 and 2 active grants are ending in July 2024, don’t include those 2 grants when calculating the cumulative effort total. While not required, it is helpful to note when this situation occurs as a courtesy to the NIH grants management specialist.

Sample Optional note: While it might appear at first glance that effort exceeds 12 CM, please note that [name grant] corresponding to 3 CM ends in two weeks and so will not overlap with this award if funded.

#### Sample Language to Address Commitment Overlap

If the JIT grant is awarded, the [Investigator Name]’s effort will be more than 11.4 CM. Effort on these grants will be reduced: [Name grants]

Of those grants, below are the ones that require prior approval before reducing. [Name grants] State whether you will submit or have submitted the prior approval request.

### E. Certification

Each investigator must electronically sign their respective Other Support form prior to submission. This signature certifies that the statements are true, complete and accurate. See the certification language below.

Acceptable electronic signatures are:

- Adobe and DocuSign. Please refer to [GCO’s Other Support: Adobe Acrobat Signature Certification Instructions](#).

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Unacceptable signatures are:

- Hand signed (i.e., “wet”) signatures
- Pasted in signature
- Signed "on behalf of" signatures

Signature: \_\_\_\_\_

GCO will accept signed and unsigned draft copies for review. The final version must be certified.

### F. Supporting Documentation for Foreign Appointments/ Employment

The NIH requires supporting documentation which includes:

- Copies of contracts/agreements including foreign sponsored project agreements specific to senior/key-personnel foreign appointments and/or employment or unpaid appointments with a foreign institution.

Provide all foreign contracts/agreements/sponsored project agreements in the original foreign language in advance to the designated [GCO Grants Specialist](#). Submitting to the GCO when it is due to the NIH will add delays to the GCO processing your application. GCO will obtain the machine read translated contract/agreement and send both versions to the NIH. Documents translated by the Investigator will not be accepted.

## **G. Multiple Research Appointments (MRA), Part-Time Appointments and K Awardees**

### **1. Multiple Research Appointments**

If an investigator has an appointment with the Department of Veterans Affairs Medical Center (VA) or another entity, arrange projects/proposals and in kind contributions within each appointment. See sample format below.

Icahn School of Medicine at Mount Sinai  
Projects/Proposals: Active and Pending sections  
In Kind Contributions: Active and Pending sections

[Name of Entity]  
Projects/Proposals: Active and Pending sections  
In Kind Contributions: Active and Pending sections

Overlap  
Signature

For Multiple Research Appointments, CM effort cannot exceed 12 calendar months including both institutions.

For joint appointments with the VA, report on person months globally on the OS page such that the combined total commitment of active projects and the JIT award does not exceed 12 CM. Please include sample language below on the investigator's Other Support page.

Joint ISMMS and VA Appointments: Sample Language to Include on OS:

The joint Icahn School of Medicine at Mount Sinai [Enter XX FTE appointment (e.g., 1FTE, .5 FTE, etc.)) and James J. Peters VA Medical Center [enter X/8th appointment (e.g., 3/8th, 5/8ths, etc.)) appointment for [Investigator Name] constitutes 100% of his/her total professional responsibilities (TPE). The combined TPE at both institutions does not exceed 12 person months (PM).

[Investigator's Name]'s joint appointment is documented under an MOU between Mount Sinai and the VA. There is no dual compensation for the same work, nor is there an actual or apparent conflict of interest regarding such work.

The TPE differs from the effort listed on each sponsored project budget. Effort on sponsored project budgets reflects each particular institutional time commitment only. Also included below in "( )" are the particular institutional CM time commitments for clarification purposes only. Please see additional information in the [Sinai Cloud HR section](#).

### **2. Part-Time Appointments**

Report on person months.

Example: A person with a half time Sinai appointment (6 CM) spending 50% of his/her time working on research grants has a total commitment of 3 CM. Calendar months effort cannot exceed calendar months appointment. Please see additional information in the [Sinai Cloud HR section](#).

### 3. K Awardees

The OS page of investigators may appear to be over 12 CM. K awards generally cover between 9 and 12 CM of an Investigator's time in order to provide protected time to engage in research and other activities in support of a research career such as training and grant writing. K award effort includes but is not restricted to the individual project described in the K award. Effort spent on other research projects may be subsumed within the K award if they fall within the broad scope of the K.

Or, the sponsored project may be considered outside the scope of the K award and not be considered part of the K award commitment. The PI will need to make a determination whether the sponsored project is within or outside the scope. Once a determination is conveyed to the NIH, it should not be changed. Be sure to use the term "subsumed" (is or is not) in the overlap section. See NIH Notice [NOT-OD-17-094](#) for more information.

### III. Information Sources

This section includes instructions on locating Projects/Proposals information.

#### A. Industry Funded Project Policy

The information in this section is necessary to understand where to find information for industry funded projects.

Effective 1/1/2024, new industry sponsored clinical trials with no competitive review process are no longer submitted to the GCO. The project data will be available in the Clinical Trials Management System, OnCore. Re: industry sponsored clinical trials with no competitive review process that have already been submitted to the GCO, please do continue submitting the non-competitive applications to the GCO through close out.

Industry funding where MSIP signs the agreement and all industry funding that is peer reviewed, including but not limited to SBIR/STTR subawards, continues to require GCO submission and review.

#### B. InfoEd

All of the required fields for the each entry in the Projects/Proposals section can be found in [InfoEd](#) for projects that have been submitted to external applications through Mount Sinai. If the PI did not follow institutional policy regarding mandatory InfoEd submission, the project will be missing from InfoEd as well. Click [here](#) for information regarding the projects that must be submitted to the GCO in InfoEd.

Please note that the following projects / proposals will not be tracked in InfoEd. However, they must be included on the Other Support page.

- Projects/proposals at other institutions including the Mount Sinai Health System Hospitals. Please check with the investigator.
- Internal competitions may or may not be included in InfoEd. Please check with the investigator.
- New industry sponsored clinical trials with no competitive review process. This information can be found in the clinical trial management system OnCore.

Note that actual calendar month effort for the current budget period may not be located in InfoEd. Current percentages of salary source allocation is in Sinai Cloud HR. Please check with

the departmental administration for this and see the [Sinai Cloud HR](#) section for more information.

### 1. Access

If you are the PI or the delegate of a PI, you will only have access to that PI’s active and pending sponsored projects, and not those of the other investigators. For other investigators, you may need to work with departmental staff to obtain and/or to prepare them.

Check with your administrator to see if it is appropriate to have viewing access of all the proposals in your department. If so, create a [Research IT ticket](#) and request “Department Admin Level III” access and include the departmental administrator’s approval.

### 2. Projects/Proposals Searches

Before you begin a search in InfoEd, obtain the names of the individuals listed as senior/key personnel in the NIH application. Then search [InfoEd](#) for active and pending projects/proposals to include on the investigator’s Other Support page. See screenshot below for starting the search.

Step 1 - Click on “Show Additional Search Options.”

The image displays two screenshots of a web application interface for searching proposals. The top screenshot shows the 'My GCO Records - Search For' form with a 'Show Additional Search Options' button highlighted in red. A blue arrow points down to the second screenshot, which shows the 'Proposals - Search For' form with several fields highlighted in red: 'Proposals Status' (with options: Pending, To Be Funded, Awarded/Approved), 'Project Status' (with a dropdown menu showing 'Pending'), and 'Key Personnel' (with the name 'Gottlieb, Allison').

Step 2 - Begin typing investigator's name in the progressive text "Key Personnel" field and select the investigator.

Step 3 - In the Proposal Status field, choose "Awarded/Approved" for active projects and for pending projects, choose "Pending" and "To Be Funded." Another option for running pending searches is in the "Project Status Field" in the "Additional Search Fields" section. Choose "Pending." (Pending in the "Project Status" field pulls both pending and to be funded projects.)

If you have found pending grants in InfoEd that you are aware will not be funded or will be awarded, please do notify the GCO by sending an email to [grants@msm.edu](mailto:grants@msm.edu). This will expedite the Other Support page review process at the GCO. For an awarded grant, please do forward the award notice as well.

**InfoEd Search Results for Awarded/Approved Projects**

Results				
Showing Page 1 of 1 (5 Proposals Found)				
Institution Number Proposal Type	Title (PI) Account Number / Award Number	Requested Period Awarded Period	Sponsor Department	Info
18-0165-01001-01	<b>Big Hearts Are Better Than Big Brains</b> <i>Gottlieb, Allison</i>			
Resubmission / HL035448		01-Sept-2019 – 31-Aug-2024 01-Sept-2021 – 31-Aug-2022	National Heart, Lung, And Blood Institute/ NIH/DHHS Cardiology/Medicine	
19-1674-01001-01	<b>Do Righties or Lefties Make Better Jugglers?</b> <i>Gottlieb, Allison</i>			
New Grants / GM098657		01-Feb-2022 – 31-Jan-2027 01-Feb-2022 – 31-Aug-2022	National Institute of General Medical Sciences//NIH/DHHS Orthopedics	
20-2547-00001-01	<b>Multicenter Placebo Controlled Phase III JUGGLITOR Acute Pain Medication For Juggling with 50lb Bowling Balls in the 50+Population</b> <i>Bollmore, Ronald</i>			
New Grants / 45245		01-Oct-2020 – 30-Sept-2022 01-Oct-2021 – 30-Sept-2022	Pfizer Orthopedics	
21-0916-01001-01	<b>Big Brain Training Grant</b> <i>Cerebrum, Siri</i>			
New Grants / NS041124		01-Feb-2022 – 31-Jan-2027 01-Feb-2022 – 31-Aug-2022	National Institute of Neurological Disorders and Strokes//NIH/DHHS Neuroscience	
22-0123-00001-01	<b>Creating a National Treasury of Memorable Modular Applications</b> <i>Morgan, Mindy</i>			
New Grants /		01-Mar-2022 – 28-Sept-2023 01-Mar-2022 – 28-Sept-2023	Icahn School of Medicine at Mount Sinai Spiritual Care and Education	
Showing Page 1 of 1 (5 Proposals Found)				

### 3. Determining Projects to Include on Other Support Page

Review the search results to determine which projects to include on the Other Support page. You may need to open the project in InfoEd to further review. Sample projects and instructions for navigating to the proposal are below.

Do include:

- Sponsored projects where the individual is key personnel.
- Icahn School of Medicine at Mount Sinai funding from internal grant competitions.

Do not include:

- Training awards where the individual is the mentor.
- Projects funded by Mount Sinai start-up/seed funds.

- Sponsored projects in which the individual is an Other Significant Contributor or Consultant

For investigators on clinical trials, it depends whether or not the project is included. If the investigator is involved, include. If he/she is not, do not include. For example, for a clinical trial in which you a non-PI investigator and your role is to evaluate patients after enrollment and there have never been any patients enrolled, it would be appropriate if the trial is not included.

Results					InfoEd Search Results for Awarded/Approved Projects				
Institution Number	Proposal Type	Title (PI)	Account Number / Award Number	Requested Period Awarded Period	Sponsor Department	Info			
18-0165-01001-01		<b>Big Hearts Are Better Than Big Brains</b>		Gottlieb, Allison					
	Resubmission / CA035448			01-Sept-2019 – 31-Aug-2024 01-Sept-2021 – 31-Aug-2022	National Heart, Lung, And Blood Institute/NIH/DHHS Cardiology/Medicine				
19-1674-01001-01		<b>Do Righties or Lefties Make Better Jugglers?</b>		Gottlieb, Allison					
	New Grants / Resubmission / HL035448			01-Feb-2022 – 31-Jan-2027 01-Sept-2019 – 31-Aug-2024 01-Sept-2021 – 31-Aug-2022	National Institute of General Medical National Heart, Lung, And Blood Institute/NIH/DHHS Cardiology/Medicine				
	New Grants / 45245			01-Oct-2020 – 30-Sept-2022 01-Oct-2021 – 30-Sept-2022	Pfizer Orthopedics				
21-0916-01001-01		<b>Big Brain Training Grant</b>		Cerebrum, Siri					
	New Grants / NS041124			01-Feb-2022 – 31-Jan-2027 01-Feb-2022 – 31-Aug-2022	National Institute of Neurological Disorders and Strokes/NIH/DHHS Neuroscience				
22-0123-00001-01		<b>Creating a National Treasury of Memorable Modular Applications</b>		Morgan, Mindy					
	New Grants /			01-Mar-2022 – 28-Sept-2023 01-Mar-2022 – 28-Sept-2023	Icahn School of Medicine at Mount Sinai Spiritual Care and Education				

- ✓ **INCLUDE** Investigator of Sponsored Project. Dr. Gottlieb is the PI.
- ✓ **INCLUDE** Investigator of Sponsored Project. Dr. Gottlieb is the PI.
- ✓ **INCLUDE** Investigator of Clinical Trial
- ✗ Training Grant - Dr. Gottlieb is a mentor.
- ✗ ISMMS Sponsored Project

**a. Icahn School of Medicine at Mount Sinai Sponsored Projects (ISMMS)**

ISMMS projects are generally not included on Other Support page. The exception is when they are funded by internal grant competitions. Check with the PI if the funding is from an internal grant competition.

In this example, if you are preparing Allison Gottlieb’s Other Support page and this is a project funded by an internal grant competition that provides support for Dr. Gottlieb’s effort, include this project on her Other Support page. If this project is not funded by an internal grant competition, do not include this ISMMS project on her page.

Results					Showing Page 1 of 1 (5 Proposals Found)				
Institution Number	Proposal Type	Title (PI)	Account Number / Award Number	Requested Period Awarded Period	Sponsor Department	Info			
22-0123-00001-01		<b>Creating a National Treasury of Memorable Modular Applications</b>		Morgan, Mindy					
	New Grants /			01-Mar-2022 – 28-Sept-2023 01-Mar-2022 – 28-Sept-2023	Icahn School of Medicine at Mount Sinai Spiritual Care and Education				

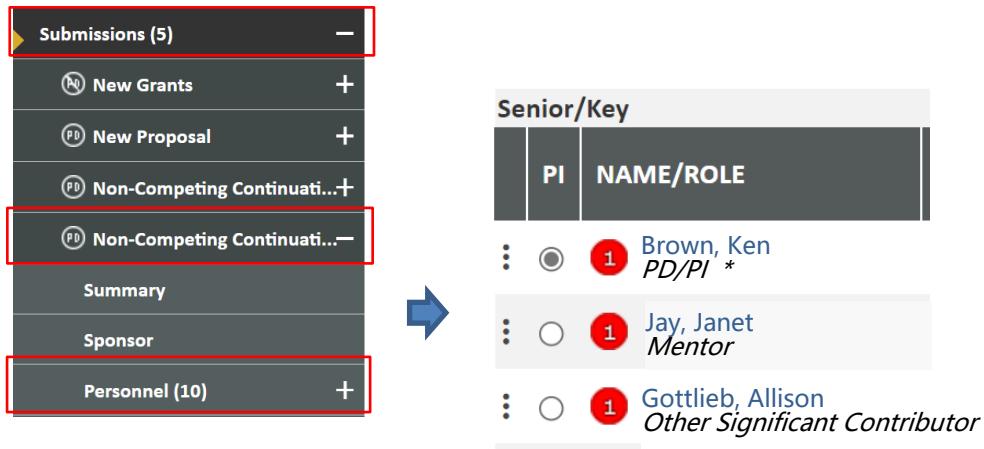
**b. Mentors, Other Significant Contributors, and Consultants: Personnel Tab Review**



When conducting the search for Key Personnel in InfoEd, many projects may be included that do not belong on the Other Support page. On sponsored projects, you must review the “Role” in the Personnel tab to determine if this sponsored project should be included. See example below. The following roles are not included:

- Mentors
- Other Significant Contributors
- Consultants

Go to Submissions > Latest Submitted Application and Click on “Plus” to open accordion > Personnel



#### 4. Data for Project/Proposals

Once you’ve determined which projects are included, gather the required information for each.

Results					Showing Page 1 of 1 (5 Proposals Found)	
Institution Number	Title (PI)	Account Number / Award Number	Requested Period / Awarded Period	Sponsor / Department	Info	
18-0165-01001-01	1) Big Hearts Are Better Than Big Brains			5) Gottlieb, Allison		
Resubmission / 4) HL035448		7) 01-Sept-2019 – 31-Aug-2024 01-Sept-2021 – 31-Aug-2022		6) National Heart, Lung, And Blood Institute/NIH/DHHS Cardiology/Medicine		

The fields for each entry are as follows:

Sample Entry

- 1) Title
- 2) Major Goals
- 3) Status of Support
- 4) Project Number
- 5) PI Name
- 6) Source of Support
- 7) Primary Place of Performance
- 8) Start and End Date
- 9) Total Award Amount
- 10) Person Months

ACTIVE

- 1) \*Title: Big Hearts are Better than Big Brains
- 2) Major Goals: This study will prove for once and for all that big hearts are more important than big brains.
- 3) \*Status of Support: Active
- 4) Project Number: R01HL035448
- 5) Name of PD/PI: Gottlieb, Allison
- 6) \*Source of Support: NHLBI
- 7) \*Primary Place of Performance: Icahn School of Medicine at Mount Sinai
- 8) Project/Proposal Start and End Date: (MM/YYYY) (if available): 09/1/2019 – 8/31/2024
- 9) \* Total Award Amount (including Indirect Costs): \$1,492,232
- 10) \* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (###.##)
3. 2022	3.6 calendar
4. 2023	3.6 calendar
5. 2024	3.6 calendar

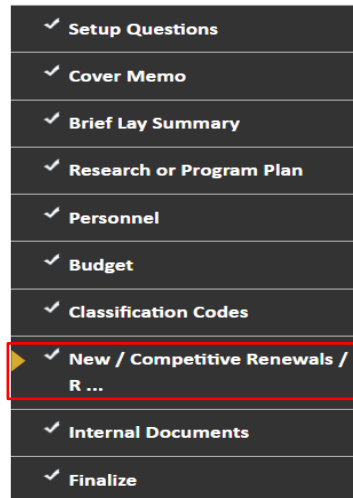
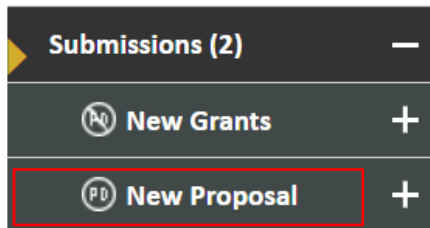
Below are instructions re: locating the project information.

**1) Title**

Available on InfoEd Search Results screen.

**2) Major Goals**

Please use the Major Goals information provided by the PI in the InfoEd eForm for new and other competitive applications so that you and your colleagues can share the same description for the Other Support form. Please see sample below. Beginning December 2021, this is a required data entry box for new and competitive applications.



Click on the eForm "New/Competitive Renewals / Resubmissions."

Click on the "New Proposal," and not the "+" sign. This will take you to the proposal the PI submitted to the GCO. If this is a "Competitive Renewal" or a "Resubmission," it will be labeled as such and click on that instead.

If this section of the eForm is blank, obtain from the sponsored project proposal or ask the PI.

eresearch.mssm.edu/Proposal/pd/pdfFormTab.asp?ProjID=D37F82348FFF8329E05349C0020A0A2F&ObjectFormId=D37F847E970DE181E05347C0020A3468

Done Save Comparative Study of Gottlieb No More Tears Wrinkle Cream in Shar Peis vs Pug Study Allison Gottlieb - Grants and Contracts Office (National Institute Of Environmental Health Sciences/NIH/DHHS) Propos PD21-133

New / Competitive Renewals / Resubs v1.6.3

Page 1 Validate  Complete

**General Information Section**  
 Conflict of Interest forms (and Suspension & Debarment forms if necessary) are located in [Sinai Central](#). Please complete these components and enter the Project ID..

\*  
 Sinai Central Project ID

**Proposal Detail**  
 Principal Investigator

Title

**15. Major Goals of the project (The wording in this section will be used for other support.)**

The goal of this study is to provide two sets of canines beauty cream to remove unwanted wrinkles. We posit that the Gottlieb No More Tears, Hypoallergenic formula will actually reverse the effects of the ageing processes such as glycation, habitual sleeping positions, loss of body mass, sun damage, or temporarily, as the result of prolonged immersion in water doing the doggy paddle. Canine age wrinkling in the skin is promoted by habitual barking, growling, and howling as well as smoking and poor hydration caused by empty water bowls.

Another place to find the Major Goals is in Submissions > Master Record or Application Submission Record (e.g., New Proposal, Transfer, Competitive Renewal) , Submission > PT > Summary

This is the Master Symbol record.

**Submissions (2)**

- New Grants +
- New Proposal +
- Add New PT
- Add New PD

**Submission Summary**

Add New PT Add New PD

TYPE	NUMBER	MASTER
New Grants	22-0456-00001-01	
New Proposal	22-0456-00001-01-PD	

→

OPEN		DELETE
PD	PT	

eresearch.mssm.edu/Proposal/pd/pdfFormTab.asp?ProjID=D37F82348FFF8329E05349C0020A0A2F&ObjectFormId=D37F847E970DE181E05347C0020A3468

Done Save Comparative Study of Gottlieb No More Tears Wrinkle Cream in Shar Peis vs Pug Study Allison Gottlieb - Grants and Contracts Office (National Institute Of Environmental Health Sciences/NIH/DHHS)

New Proposal

**Summary**

Sponsor

Personnel (7) +

Budget +

Agreements (0)

→

**Summary**

Last Updated: 30-Mar-2022 7:15:32 PM Master Record Control Status: Awarded/Approved

Project Title [Edit](#)

Comparative Study of Gottlieb No More Tears Wrinkle Cream in Shar Peis vs Pug Study

Major Goals of the project [Edit](#)

The goal of this study is to provide two sets of canines beauty cream to remove unwanted wrinkles. We posit that the Gottlieb No More Tears, Hypoallergenic formula will actually reverse the effects of the ageing processes such as glycation, habitual sleeping positions, loss of body mass, sun damage, or temporarily, as the result of prolonged immersion in water doing the doggy paddle. Canine age wrinkling in the skin is promoted by habitual barking, growling, and howling as well as smoking and poor hydration caused by empty water bowls.

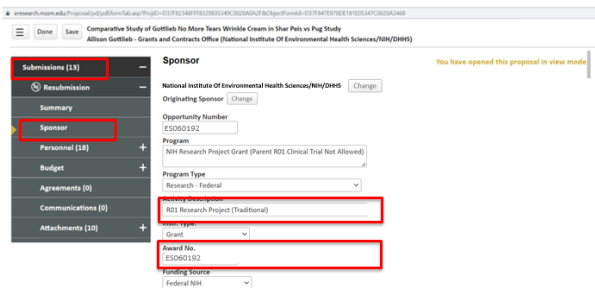
### 3) Status of Support

Run an InfoEd search for “Awarded/Approved” for active projects and “Pending” and “TBF” for pending projects. Include “Active” or “Pending” as appropriate.

### 4) Project Number

Available on InfoEd Search Results screen.

However, for Department of Health and Human Services (DHHS) sponsored projects, you’ll need to include the Activity Description in the Project Number. (e.g., R01, U19, etc.). The activity description is found on the award document or the Master Record > Sponsor tab.



### 5) PI Name

Available on InfoEd Search Results screen.

However, for subawards, include the PI of the overall project. The Overall PI you will find by reviewing the Statement of Intent in the InfoEd proposal.

### 6) Source of Support

Available on InfoEd Search Results screen.

For subawards, include subaward institution, which appears in the InfoEd search results, followed by the funding source. The funding source you will find by reviewing the documentation included with the InfoEd proposal.

Name of Subaward – Name of Funding Source (example: NYU – NIH)

### 7) Primary Place of Performance

Primary location where the activity is being executed. This typically will be the Icahn School of Medicine at Mount Sinai.

### 8) Start and End Date

Available on InfoEd Search Results screen.

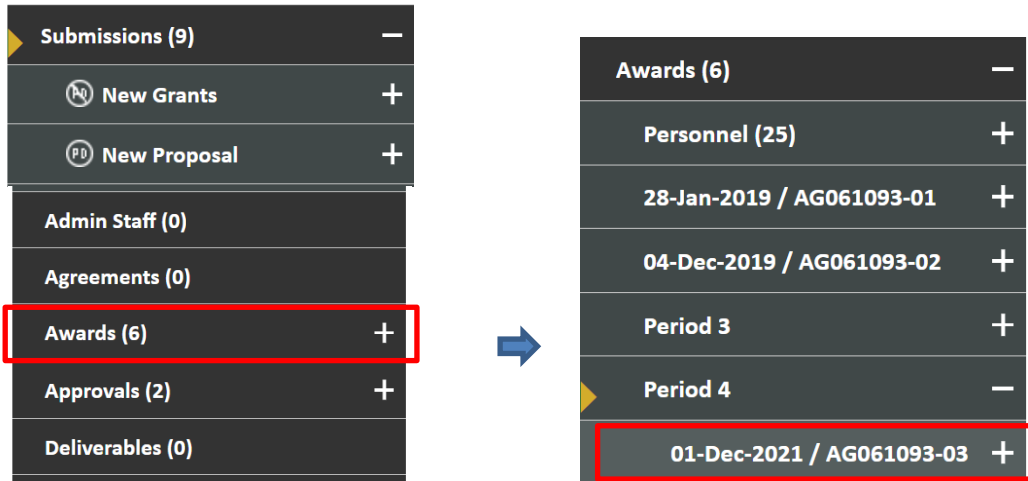
### 9) Total Award Amount

Provide the total award costs for the period of performance, including indirect costs.

#### a) Active Sponsored Projects

This information is in the Notice of Award (NOA), which is found in the Awards tab. If the award amount is reduced each year from what is originally intended, you may need to review each year’s NOA and add the total costs from each individual year.

InfoEd > Awards tab



This screenshot shows the 'Awards UDFs' interface. It lists 'Original Notice of Award', 'Amended Notice of Award 1', 'Amended Notice of Award 2', and 'Amended Notice of Award 3'. Each entry has a PDF icon and a 'View' button. The 'View' button for 'Amended Notice of Award 1' is highlighted with a red box. A blue arrow points from this button to the right, leading to a preview of the 'Award Notice' document.

For NIH awards, you will find the amounts that were previously allotted on the first page and the amounts that are committed for the future later in the NOA. Add these amount together for the total award. See screenshots below.

**Example – Info on Cover Page**

The screenshot shows a 'Notice of Award' cover page from the Department of Health and Human Services, National Institutes of Health. It contains several sections:
 

- Recipient Information:** 1. Recipient Name (ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI), 2. Congressional District of Recipient (13), 3. Payment System Identifier (ID) (1136171197A1), 4. Employer Identification Number (EIN) (136171197), 5. Data Universal Numbering System (DUNS) (078861598), 6. Recipient's Unique Entity Identifier, 7. Project Director or Principal Investigator.
- Federal Award Information:** 11. Award Number, 12. Unique Federal Award Identification Number (FAIN), 13. Statutory Authority (42 USC 241.42 CFR 52), 14. Federal Award Project Title, 15. Assistance Listing Number (93.242), 16. Assistance Listing Program Title, 17. Award Action Type (Non-Competing Continuation), 18. Is the Award R&D? (Yes).
- Summary Federal Award Financial Information:** 19. Budget Period Start Date (08/01/2021 - End Date 07/31/2022), 20. Total Amount of Federal Funds Obligated by this Action (\$815,593), 20 a. Direct Cost Amount (\$565,956), 20 b. Indirect Cost Amount (\$249,638), 21. Authorized Carryover (\$0), 22. Offset (\$0), 23. Total Amount of Federal Funds Obligated this budget period (\$815,593), 24. Total Approved Cost Sharing or Matching, where applicable (\$0), 25. Total Federal and Non-Federal Approved this Budget Period (\$815,593), 26. Project Period Start Date (01/15/2015 - End Date 07/31/2024), 27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period (\$2,562,114 - highlighted with a red box), 28. Authorized Treatment of Program Income (Additional Costs).

Competitive Project Period:  
9/24/2019-7/31/2024 Years 5-9

Current Budget Period:  
8/1/2021-7/31/2022 Year 7

Front of NOA provides total costs of current and past years of competitive project period.

- 19-20 (05 Yr)
- 20-21 (06 Yr)
- 21-22 (07 Yr)

## NIH NOA – Remaining \$s on Following Page

SUMMARY TOTALS FOR ALL YEARS (for this Document Number)			
YR	THIS AWARD	CUMULATIVE TOTALS	
7	\$815,593	\$815,593	
8	\$815,593	\$815,593	
9	\$815,593	\$815,593	

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**Fiscal Information:**  
 Payment System Identifier: 1136171197A1  
 Document Number: RMH106056B  
 PMS Account Type: P (Subaccount)  
 Fiscal Year: 2021

IC	CAN	2021	2022	2023
MH	8022557	\$815,593	\$815,593	\$815,593

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

Competitive Project Period:  
9/24/2019-7/31/2024 Years 5 - 9

Current Budget Period:  
8/1/2021-7/31/2022 Year 7

Following page provides total costs for the future years  
 - 22 - 23 Year 8  
 - 23 - 24 Year 9

Previous and Current Year Total Costs from Front Page		2,562,114
Future Year Total Costs from Following Page	Yr 8	+ 815,593
Future Year Total Costs from Following Page	Yr 9	815,593
<b>Total Award Costs for the Period of Performance</b>		<b>4,193,300</b>

Tip! For industry sponsored clinical trials or projects paid by milestone, estimate the total number of patients (or units) and multiply that by the per patient costs (or unit cost).

### b) Pending Sponsored Projects

For pending projects, go to the budget in the sponsored project application and find the total costs there. See example below.

#### PROJECT PERIOD - July 1, 2023 – June 30, 2025

	Y1	Y2	Total
<b>Personnel</b>			
Dr. [Name]	\$3,000	\$3,000	\$6,000
Dr. [Name]	\$1,200	\$1,200	\$2,400
Project Coordinator	\$1,475	\$1,475	\$2,950
[Name]	\$1,125	\$1,125	\$2,250
[Name]	\$600	\$600	\$1,200
[Name]	\$7,400	\$7,400	\$14,800
<b>LEED</b>	\$2035	\$2035	\$4070
<b>LEED</b>	\$9,435	\$9,435	\$18,870
<b>Other Direct Cost</b>			
Travel	\$0	\$0	\$0
Supplies – Medical			\$0
[Name]	\$11,050	\$11,050	\$22,100
[Name]	\$4,000	\$4,000	\$8,000
<b>Indirect Cost*</b>	\$0	\$0	\$0
<b>Total Cost</b>	24,485	24,485	<b>\$48,970</b>

\*This grant source does not allow for Indirect Cost funding.

### 10) Calendar Months

a) Active Projects/Proposals

Below is a sample of the calendar months table for an active grant

Year	Person Months
2022	2.4 CM
2023	2.4 CM

Current year CM is from [Sinai Cloud HR](#).

Future years is from the budget in the sponsored project application.

For the remaining budget periods, the proposed effort is often the committed effort listed in the competitive sponsored project budget and budget justification. Please this sample of effort included in a sponsored project application budget. Please check with the investigator for any annual changes in proposed effort.

**Budget Justification** – Icahn School of Medicine at Mount Sinai

Year 1-3

**Personnel**

Dr. Gottlieb (PI, 20% effort) will oversee the direction of the project, assist in experimental design, analyze results with Dr. Gray, and facilitate interactions with collaborators. Dr. Gottlieb will direct the writing of manuscripts and will present results of these studies at the 2023 Animal Metaphysical Association.

Fringe Benefits Icahn School of Medicine at Mount Sinai’s fringe benefit rate is 30%.

**Supplies**

\$2,000

Lab supplies are requested for necessary reagents and antibodies for immunohistochemistry, flow cytometry, and qPCR experiments.

**NIH Prior Approval Policy**

Reduction of effort for the Principal Investigator and key personnel listed in the NIH Notice of Award by 25% or more from the committed amount requires NIH prior approval. That is handled separately from the Other Support page submission.

However, decreases for people not named in the NoA and decreases of less than 25% for people named do not require prior approval.

Sometimes the proposed effort varies from the committed effort. That is fine if prior approval is not required or has been requested and received.

b) Pending Projects/Proposals

For a pending project, indicate the level of effort in person months as proposed for each budget period. See sample above.

**11) Overlap Statement**

Each Other Support page includes an overlap statement comparing the NIH grant under consideration with the active projects/proposals. Although administrative support staff can assist with determining commitment overlap, it is the responsibility of the investigator to

determine whether there is any scientific, budgetary, or commitment overlap. Please see the [section in this document](#) defining overlap for more details.

## 12) Additional Information for Subawards

When Mount Sinai is the subaward, review the Statement of Intent (SOI) which is found in InfoEd for Projects/Proposals data. Please see example below.

Submissions > Grant Folder > Attachments

Results Showing Page 1 of 1 (1 Proposals Found)				
Institution Number	Title (PI)	Account Number / Award Number	Requested Period Awarded Period	Sponsor Department
20-1017-00001-01	Multigenerational Sumatran Orangutan Habitats	DA087541	01-Apr-2022 - 31-Mar-2023 01-Apr-2021 - 31-Mar-2022	Gottlieb, Allison Ohio State University Zoological Sciences

PD N/A Edit View Fwd Del

Submissions (4)

- Resubmission +
- Resubmission +
- Non-Competing Continuati... +
- Non-Competing Continuati... -

Summary

- Sponsor
- Personnel (2) +
- Budget +
- Agreements (0)
- Communications (10)
- Attachments (7) -
- Assembled Doc
- Combined docs for Signature
- Signed SOI
- GCO Assigned # Receipt

Most subawards are typically from other medical centers and educational institutions.

The SOI is often called "SOI" in the folder but it depends what it was called when uploaded in InfoEd. Sometimes it's part of a whole uploaded package with a different name and not a stand-alone page.





Grants and Contracts Office  
 One Gustave L. Levy Place Box 1075  
 New York, NY 10029-4574  
 Phone: 212.824-8300  
 Facsimile: 212.241-3294  
 Email: [grants@mssm.edu](mailto:grants@mssm.edu)

**STATEMENT OF INTENT TO ESTABLISH A CONSORTIUM AGREEMENT**

PRIME INSTITUTION

INSTITUTION NAME & ADDRESS: **Ohio State University 1179 University Drive Newark, OH 43055-1797**

The overall PI's name and the funding agency name are needed for the Other Support page.



APPLICATION TITLE: Multigenerational Sumatran Orangutan Habitats  
 PD/PI NAME: Dr. Philip Carlson DOES THE NIH sIRB POLICY APPLY? No  
 FUNDING AGENCY NAME: NIH  
 FUNDING AGENCY NO. (if applicable): R01 DA087451  
 PROPOSED BUDGET PERIOD DATES: 4/1/2020 – 3/31/2025

SUB-AWARDEE INSTITUTION

INSTITUTION NAME & ADDRESS: **Icahn School of Medicine at Mount Sinai (ISMMS)  
 One Gustave L. Levy Place, Box 1075  
 New York, New York 10029-6574**  
 DUNS NO.: **78861598** IS SUBAWARD PD/PI A MULTIPLE PD/PI? No  
 SUBAWARD PD/PI NAME: Dr. Allison Gottlieb

BUDGET PER MILESTONE/ SUBJECT? No

UPCOMING BUDGET PERIOD PROPOSED AMOUNT	
\$	
DIRECT COSTS	150,000
INDIRECT COSTS	103,500
TOTAL COSTS	253,500

The appropriate programmatic and administrative personnel involved in this sponsored project application are aware of all applicable Federal regulations and policies. ISMMS will establish the necessary inter-institutional agreement(s) consistent with those policies.

*This section is applicable to HHS sponsored projects only.* [FDP Link](#)

**In signing below, ISMMS certifies that it has implemented and is enforcing the PHS regulations on Conflict of Interest as of August 24, 2012 and is in compliance with the updated provisions of 42 CFR Part 50, Subpart F. ISMMS confirms that it participates in the FDP Clearinghouse of PHS-COI Compliant Institutions.**

ISMMS AUTHORIZING ORGANIZATION REPRESENTATIVE (AOR)

NAME: Jessica R. Moise TITLE: Senior Associate Dean for Sponsored Programs  
 TEL #: (212) 824-8300 EMAIL: [grants@mssm.edu](mailto:grants@mssm.edu)

SIGNATURE: Jessica Ruth Moise  
 Digitally signed by Jessica Ruth Moise DATE: 01/06/2022  
 Date: 2022.01.06 10:18:43 -05'00'

**C. Sinai Cloud HR**

NIH instructions: For an active project, provide the level of actual effort in calendar months (even if unsalaried) for the current budget period.

Review information from Sinai Cloud > HR transactions, for the current distribution of the investigator’s salary sources across all activities, including sponsored projects. Please obtain this information from [departmental administration](#). Please see sample screenshot below and the Cloud Fund Number Legend, which provides information on the funding source type (e.g., federal sponsored project; industry sponsored project, departmental account).

Note the percentage of the salary source allocation and the description in each fund number.

**Salary Source Distribution (Position):** Salary Source(School/Hospital)

Proposed:

View Detach

Percentage	Select By	Entity	Site	Net Asset Class	Cost Center	Fund Number	Functional Class	Fund Type	Effective Start Date	Effective End Date
5.0	FUND	201	101	22	21110	ID211101000	100	4504	3/2/2021	12/31/4712
30.0	FUND	201	953	42	21110	IF211101052	1.11	4504	3/2/2021	12/31/4712
25.0	FUND	201	953	41	21110	IF211101043	1.11	4504	3/2/2021	12/31/4712
25.0	FUND	201	953	42	21110	IF211101019	1.11	5204	3/2/2021	12/31/4712
15.0	FUND	201	953	51	21110	IN211101066	1.22	5204	3/2/2021	12/31/4712

**Fund Number Legend**

Fund Number Logic		
Fund No. Value	Description	Fund Logic
O	Operations	IO <b>21109</b> XXXX
D	Department	ID <b>21109</b> XXXX
C	FPA	IC <b>21109</b> XXXX
P	Capital/Plant	IP <b>21109</b> XXXX
F	Federal Grants	IF <b>21109</b> XXXX
I	Industry Grants	II <b>21109</b> XXXX
N	Non-Federal Grants	IN <b>21109</b> XXXX
S	Special Funds	IS <b>21109</b> XXXX
E	Endowments	IE <b>21109</b> XXXX
O	Balance Sheet	IO <b>21109</b> XXXX

Logic for Cloud Fund No. Creation :

Position 1 = Entity	"I" for Icahn School of Medicine
	"M" for MS Purchased Services (Y accounts)
Position 2 = Type of Fund eg, Dept or FPA	
Position 3 to 7= Cost Center or Divn number	
Position 8 to 11 = Unique Value	

As a reminder, investigators must certify that the CM effort as well as all the information listed on the Other Support page is true, complete and accurate regardless of the percentages listed in Sinai Cloud.

Below are additional scenarios of which you may need to be aware which adds complexity when preparing an Other Support page.

a) Investigators above the NIH Cap

Percentages listed are based on the investigator's institutional base salary, and not on the NIH cap. If the investigator is above the NIH cap, you cannot use the percentages in Sinai Cloud. The denominator is the base salary in Sinai Cloud for the "Percentage" column. For salaries above the cap, you must use the NIH salary cap as the denominator. One way of converting the percentages from the actual base to the NIH salary cap is illustrated in example below:

[GCO's Administrative Information Sheet](#) lists the current NIH salary cap.

1) Calculation Instructions and Example

Information needed:

Base Salary: 225,000

Current NIH Cap: 221,900

Investigator's effort on Sinai Cloud for a NIH Grant: 19.7%

Step 1 - Multiply Base Salary x Effort in Cloud For Salary Allocation:  $(225,000 \times 19.7\% = 44,325)$

Step 2 - Divide Salary Allocation by NIH Cap for % Effort at NIH Cap:  $20\% (44,325 \times 221,900 = 20\%)$

Step 3 - Convert % Effort to CM for OS Page: 2.4 CM  $(20\% \text{ Effort} \times 12 \text{ CM} = 2.4)$

2) NIH Salary Cap Form and Resources

Please refer to this [training video](#) and review these additional forms that are programmed to do the calculations.

- [P-T Employees Above the NIH Salary Cap](#)
- [F-T Employees Above the NIH Salary Cap](#)
- [P-T Employees Below the NIH Salary Cap](#)

b) Cost Shares

If the investigator's percent effort on a sponsored project is [cost shared](#), then a departmental fund covers the effort rather than the sponsored project fund. The investigator/department must be tracking this outside of Sinai Cloud HR. The cost shared effort must be included on the Other Support page.

c) Effort Subsumed under Career Development (K) Award

Investigators who have K awards and are working on sponsored projects as part of their career development plans also will not have the % effort for these sponsored projects included in Sinai Cloud HR. The investigator/department must be tracking this outside of Sinai Cloud HR.

d) Multiple Research Appointments

For persons with multiple research appointments, including joint appointments with a Veterans Affairs Medical Center (VAMC), report on person months globally on the OS page in addition to the Mount Sinai portion which is represented in Sinai Cloud. The investigator/department must be tracking global effort outside of Sinai Cloud HR. Global

effort encompasses all activities across all institutions, appointments, affiliations, and outside activities.

e) Part Time Appointments

If the investigator has a part time appointment, simply taking the percentages (e.g., 100%) and converting it into calendar months (i.e., multiplying by 12 months) is not correct. The percentages in Sinai Cloud HR total 100% but remember the investigator may only have a 3 month or 25% full time equivalent. For the OS page, multiply the FTE x the % effort on the project x the number of months. For example, a .25 FTE investigator devoting 50% effort over a 12 month budget period would calculate as:  $.25 \times .5 \times 12 = 1.5$  CM.

Please refer to this [training video](#) and review these additional forms that are programmed to do the calculations.

- [P-T Employees Above the NIH Salary Cap](#)
- [P-T Employees Below the NIH Salary Cap](#)

f) Discrepancies between Projects/Proposals in Sinai Cloud HR and InfoEd/OnCore

When comparing the InfoEd search or OnCore projects with the investigator's salary source allocation in Sinai Cloud HR, there may be discrepancies. Below are scenarios which may apply. Please review and take appropriate action to resolve.

Scenario 1

Investigator % effort included in Sinai Cloud but not in InfoEd

Has the project expired in InfoEd?

- If the grant has really expired, it should not be included on the OS page. Contact departmental administration to remove investigator's effort in Sinai Cloud on the expired project.
- If the InfoEd application is late but work continues, inform GCO and include. Submit the missing InfoEd application as soon as possible.

Scenario 2

Investigator % effort included in Sinai Cloud HR but not in InfoEd

Is the project still active in InfoEd?

In situations where the investigator's effort is charged (i.e., included in Sinai Cloud HR) but he/she is not listed in InfoEd, this indicates that he/she is involved in the project. Please check with the investigator. After confirmation, please do include on the OS page.

Scenario 3

Investigator % effort included in InfoEd but not in Sinai Cloud HR

Check with the Investigator.

- If yes, the investigator confirms participation, include the project on the Other Support page AND proceed with:

Solution #1: Process Sinai Cloud HR transaction

Speak with administrator regarding processing salary source transaction.

Solution #2: Confirm Cost Share

Check InfoEd if this is a cost share. Investigator will be listed with % effort but no \$s.

- If no, the investigator is not involved, do not include this project on OS page. Confirm prior approval was either not required for removal or, if required, was requested and received.

Scenario 4

Investigator as PI in InfoEd but no % effort in Sinai Cloud HR

When an investigator is the PI of a project, he/she must have this project listed on the OS page unless the project does not meet NIH definition for Other Support.

Solution #1: Process Sinai Cloud HR transaction

Speak with administrator regarding processing a salary source transaction to add the PI with effort/salary in Sinai Cloud HR.

Solution #2: Confirm Cost Share

Check InfoEd if this is a cost share. Investigator will be listed with % effort but no \$s.

#### **D. OnCore**

Effective January 1, 2024 new industry sponsored clinical trials with no competitive review process are no longer submitted in InfoEd to the GCO. Please check the clinical trial management software system, OnCore, for the data associated with these projects. Please see the "[Industry Funded Project Policy](#)" section for more information.

#### **E. Other**

Most of the data for the Projects/Proposals section of the Other Support page can be found in InfoEd, including grant applications and Notices of Awards, as described above. You may wish to review these other resources as well.

1. Departmental Monthly Active and Pending Research Sponsored Projects – Sent to [Departmental Administration](#)

Concise listing of department's sponsored projects by PI, and includes all data fields except calendar months effort, total award amount, place of performance, and major goals. This report is run and distributed once a month. Please also search InfoEd as described in the section above to make sure all the latest sponsored projects are included. Below is a report sample.

A	B	C	D	F	G	I	J	K	L	M	O	P	Q	
GCO No.	Agency Class	Agency C	Department	Activity	Agency Num	Appl	Application Ty	Activity Name	Title	Agency Name	PI Last Name	PI First Name	Activation Date	
15-1605-00001-03	University Non-	University	Zoology	R01		G2	Competing Cor	Research Project Targeted Inhibitor Strategies in CLL		Thomas Jefferson Universi	Benett	Nathaniel	12/1/2021	
08-0366-00001-13	Federal NIH	N.I.H.	Zoology	R01	CA210393	G5	Noncompeting Research	Project Functional Receptors of Metastatic Awake National Cancer Institute/		Benett	Nathaniel		4/1/2022	
16-1126-00001-01	University - Fed	University	Zoology	R01	CA105349	G1	New Grants*	Research Project Engineering the macroenvironment-local n Albert Einstein College Of		Benett	Nathaniel		4/1/2022	
18-0786-00001-01	MSSM	Mount Sir	Zoology	R01		G1	New Grants*	Research Project *Targeting of quiescent metastatic cells wi Icahn School of Medicine a		Benett	Nathaniel		4/1/2022	
16-2021-00001-01	Federal NIH	N.I.H.	Zoology	R01	CA319135	G5	Noncompeting Research	Project Epigenetic and microenvironmental regula National Cancer Institute/		Benett	Nathaniel		6/1/2022	
08-0417-00001-09	Foundation	Foundatic	Zoology	R01		G5	Noncompeting Research	Project Regulation of Disseminated Tumor Cell Fat Jimmy V Foundation		Benett	Nathaniel		7/1/2022	
16-0752-00001-01	Foundation	Foundatic	Zoology	R01	T2016-008	G5	Noncompeting Research	Project Clinical Targeting of Lung Cancer Dormanc Samuel Waxman Cancer R		Benett	Nathaniel		10/1/2022	
15-0253-00001-01	Other Non Profi	Other (e.g	Zoology	R01	VCC224353	G4	Noncompeting Research	Project Treatment Adherence through the Advanc Village Center for Care		Black	Janet		1/1/2022	
18-0076-00001-01	Industry	Industry/	Zoology	R01	GS210855	G1	New Grants*	Research Project 309855: A Phase IIIb, Randomized, Multice Gilead Sciences		Black	Janet		2/26/2022	
18-0530-00001-01	MSSM	Mount Sir	Zoology	R01		G1	New Grants*	Research Project Health Insurance Transitions for People wi Icahn School of Medicine a		Black	Janet		3/12/2022	
14-2172-00001-01	University - Fed	University	Zoology	U01	HL123336	G5	Noncompeting Research	Project A Randomized Trial to Prevent Ocular Dise University Of Texas Medic		Black	Janet		5/1/2022	
15-0185-00001-01	University - Fed	University	Zoology	U01	HL123336	G5	Noncompeting Research	Project Randomized Trial to Prevent Ocular Disea University Of Texas Medic		Black	Janet		5/1/2022	
15-1038-00001-01	Industry	Industry/	Zoology	R01	D-INT-58689	G5	Noncompeting Research	Project A Multi-arm, Phase 3, Randomized, Placeb Dermira, Inc.		Black	Janet		7/28/2021	
16-2250-00001-01	Industry	Industry/	Zoology	R01	C-54478	G5	Noncompeting Research	Project A Phase III, Randomized, Multicenter, Para Celgene Corporation		Black	Janet		8/11/2021	
16-2249-00001-01	Industry	Industry/	Zoology	R01	BMS	G5	Noncompeting Research	Project 686101 : A Phase III, randomized, multicen Bristol-Myers Squibb		Black	Janet		8/16/2021	
17-0241-00001-01	Federal NIH	N.I.H.	Zoology	R01	GM09515	G5	Noncompeting Research	Project Secret Life of Zebrafish		National Institutes of Gene	Gottlieb	Allison	3/1/2018	
13-0687-00001-01	University - Fed	University	Zoology	R01	DA087451	G5	Noncompeting Research	Project MultiGenerational Sumatran Orangutan H <sub>2</sub> Ohio State University		Gottlieb	Allison		3/1/2012	
17-2804-00001-01	Industry	Industry/	Zoology	R01	DT-18-1564	G1	New Grants*	Research Project Amoebae with ADHD		Denali Therapeutics	Gottlieb	Allison		4/1/2022

## 2. [NIH Reporter](#) - Active Projects Only

Public website, look up standard administrative and budgetary NIH grant information.

Useful when senior/key personnel is on an NIH grant administered by another institution (i.e., a subaward) or another dept.

## IV. Submission Process

### A. Grants and Contracts Office (GCO)

The GCO reviews, approves, and submits Other Support pages to the NIH within the Just in Time (JIT) and Research Performance Progress Report (RPPR) submission processes, or outside these processes if the Other Support page was not disclosed. Please check with your [designated GCO Grants Specialist](#) on how to submit them. Below are common submission methods for GCO review.

- Email  
You may be emailing them directly to your designated Grants or Other Support Specialist.
- InfoEd  
You may be uploading them into InfoEd, the internal sponsored project management system.  
Regarding InfoEd, do not submit Just in Time (JIT) requests using this system. For RPPRs, submit a non-competitive application (NCC) and upload the RPPR in InfoEd. Click [here](#)

for creating the InfoEd submission instructions. JIT and RPPR applications will be discussed in the next section.

- eRA Commons  
You may be uploading the Other Support pages into eRA Commons, the NIH grants software submission system for JIT and RPPR submissions. eRA will be discussed in the next section. Please note that while you can route an RPPR to your GCO Grants Specialist, you will need to inform your specialist that a JIT submission is ready to be reviewed.
- SharePoint  
The specialist may be reviewing them directly in SharePoint, which houses Mount Sinai's template for creating the Other Support page if you have completed them there. SharePoint is discussed in the [SharePoint Template](#) section.

The method of submission to the GCO may also be specific for that project. For example, you may have a submission that includes Other Support for 10 investigators in different departments, and it may be more expeditious to send all documentation in one email with the word documents attached to the specialist rather than have him/her review many different SharePoint folders trying to find the documentation.

GCO will accept initial draft copies without the investigator's signature but the investigator must sign the final version.

## **B. National Institutes of Health**

Other Support pages may be submitted to the NIH during these three processes or times:

1. Just in Time (JIT)
2. Research Performance Progress Reports (RPPR)
3. Other Support Changes: Immediate Notification of Undisclosed Other Support

### **1. Just in Time**

Just in Time is the process where the NIH collects additional documentation that was not included in the competitive application. This documentation is required prior to making an award to the applicant institution. The Other Support page for each senior/key personnel is one of the required documents.

Applicants should not submit any Just-in-Time information until a specific request for information is received via email from the system and/or grantor agency. Click [here](#) for more information on JIT and eRA Commons. See screenshot below.

The eRA Commons Just-in-Time (JIT) link appear on the “Status” screen within 24 hours after the impact score has been released for project within the fundable range.

NIH also issues JIT emails for all applications that receive an overall impact score of 30 or less.

Application ID	Proposal Title	PDR Name	Application Status	Status Date	Action
5A2EF4450100-01	Ocular Implants: A New Way to See the Universe	FORGE, GEORGE	Council review completed	07/24/2014	JIT Transmittal Sheet
2F2ND4001100-01	Positive or Negative Effects of Bieber Hair in Startfeet	CHEKOV, KOENIG	Council review completed	11/13/2014	JIT Times Revised (1) Transmittal Sheet
302EF6000200-03	Empathy: True Phenomenon or Just Skilled Observers	TROI, ANNA	Council review completed	03/25/2011	JIT Transmittal Sheet
2A2B24001100-02	Genetic Manipulation: The Next Evolutionary Step or Cheating God?	BASHIRE, JULIE	Council review completed	10/15/2012	JIT Transmittal Sheet
2C3DE5000200-03	Neurobiological Study on the Effects of Romanian Ale on Senior Staff	MCCOY, LARRY, MID	Council review completed	05/29/2012	JIT Transmittal Sheet
2A3B25000200-02	Social and Physical Advantages/Disadvantages of the 'John Wayne' Walk	RIEKER, TOM	Council review completed	09/20/2013	JIT Transmittal Sheet
1A2B23000100-00	Effects of Gender Reassignment in Goldfish Due to Trans-Warp Beaming	MONTGOMERY, SCOTT	Council review completed	10/28/2013	JIT Transmittal Sheet
1A2DC8027100-01	The Effects of Long Term Deep Space Cohabitation	CISKO, BEN	Council review completed	01/20/2015	JIT Transmittal Sheet

## 2. Research Performance Progress Report (RPPR)

The RPPR is used by grantees to submit progress reports to NIH on their grant awards. The Annual RPPR is used to describe a grant’s scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year.

The Other Support page for each senior/key personnel may be one of the required documents. Included an OS page for the investigator if there is a change in active support only from the previous OS submission. For example if there is a new active grant or if one that was previously active is completed, submit an OS page for the investigator.

Submission of other support information is not necessary if:

- There are additional pending grants from what was reported previously but no changes to active support
- or
- There are only changes in the level of effort for active support from what was reported previously.

In Kind Contributions is a new section the NIH requires beginning January 25, 2022. If that is the only addition to the investigator’s Other Submit page, do not submit for this change alone.

Figure 7 – eRA Commons RPPR link

The Annual RPPR is prepared in eRA Commons.

Click [here](#) for more info on Annual RPPRs and eRA Commons.

Application ID	Grants.gov Tracking #	Proposal Title	PDR Name	Submission Status	Current Application Status	Status Date	Action
0522HD0123456-01		A New Model for the Delivery of Web-Child Care	JEFFERSON, THOMAS	Submission Complete	Awarded - Non-Fellowships only	08/17/2011	
1122HD0123456-01A1	ORANT123456789	A New Model for the Delivery of Web-Child Care	JEFFERSON, THOMAS	Submission Complete	Awarded - Non-Fellowships only	07/13/2010	Transmittal Sheet
1122HD0123456-01	GRANTS7654321P	A New Model for the Delivery of Web-Child Care	JEFFERSON, THOMAS	Submission Complete	Withdrawn by IC - Other Version Encumbered	07/13/2010	Transmittal Sheet
0522HD0123456-01		A New Model for the Delivery of Web-Child Care	JEFFERSON, THOMAS		Pending	08/17/2011	JIT



3. **Other Support Changes: Immediate Notification of Undisclosed Other Support**  
A recipient organization may discover that a PI or other senior/key personnel on an active NIH grant failed to disclose Other Support information. This could occur either after the Just-in-Time or the RPPR application was submitted. The investigator must submit an updated Other Support page to the GCO for forwarding to the Grants Management Specialist named in the Notice of Award as soon as it becomes known.

### **C. Roles and Responsibilities**

Many persons may be involved in assisting with the preparation of the Other Support page. Below are GCO's guidelines for who knows best regarding the provided information.

1. **Investigator**  
The investigator is responsible for information on his/her Other Support page. He/she is the only person qualified to determine scientific overlap and is likely the only person with complete knowledge of in-kind contributions. In addition, each investigator is signing this statement.

#### *Certification*

"...the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties."

2. **Departmental Staff**  
Departmental staff including the departmental administrator, financial analysts, grants administrators, research coordinators, and others may assist in preparation. Certain roles have access to Human Resources (HR) information to confirm actual effort for each active project/ proposal. It is never appropriate for these roles to determine scientific overlap.
3. **Grants and Contracts Office (GCO)**  
The GCO reviews information that can be confirmed against InfoEd for accuracy, verifies whether there is commitment overlap, determines conformity with formatting guidelines, and submits documentation to the NIH. GCO's Other Support Specialists work with GCO's Grants Specialists as well as with investigators, their support team, and departmental administration to prepare and review Other Support pages and monitor and maintain records.

### **D. Preparation and Submission Steps**

The preparation and submission steps are outlined below.

It is recommended that you follow the [Other Support Checklist](#) in addition to these instructions.

GCO strongly encourages you to use the [SharePoint Other Support](#) template to prepare the OS page.

As a reminder, all information must be confirmed with the Investigator.

#### **Step 1**

Determine key personnel on the project.

#### Step 2

Review Investigator's Current Salary Source Allocation from Sinai Cloud HR Transactions for Current Effort.

#### Step 3

Check InfoEd - Proposal Status: "Awarded/Approved," which corresponds to the active subsection of Projects/Proposals section and "Pending," and "To Be Funded" which corresponds to the Pending section of the OS page.

#### Step 4

Check OnCore for industry sponsored trials as appropriate.

#### Step 5

Compare Sinai Cloud HR with InfoEd Awarded/Approved Proposals and with active OnCore industry sponsored trials. Resolve discrepancies.

Please review the "[Discrepancies between Projects/Proposals in Sinai Cloud HR and InfoEd](#)" section for further instructions.

#### Step 6

Collect In Kind and all other information from the Investigator.

#### Step 7

Add data to the Other Support page. Investigator is responsible for the information on the Other Support Page confirming that the statements are true, complete and accurate.

#### Step 8

Submit to the GCO

Please find out from your designated [GCO Grants Specialist](#) how he/she prefers to receive the Other Support pages to review. GCO will accept signed and unsigned draft copies. The final version must be certified.

In addition, RPPRs require an InfoEd submission.

#### Step 9

Upload OS pages in [eRA Commons](#) as part of the JIT or RPPR submission after confirming above. Please notify your designated [GCO Grants Specialist](#) when the information is uploaded. This step does not apply to undisclosed Other Support which the GCO sends via email rather than on eRA Commons.

#### Step 10

After the GCO reviews, he/she will notify your designated [Authorizing Organization Representative](#) to submit to the NIH.

## V. Information Management

Mount Sinai has resources to help you manage and track information for the Other Support page.

### A. SharePoint Template

GCO strongly encourages the use of [Mount Sinai's SharePoint Other Support Template](#).

Features include:

- Use for NIH and DOD Other Support pages
- Data entry of standardized information in the projects/proposal, in kind contributions and certification sections,
- Ability to customize and further tailor, such as for the overlap statement
- Use with Mount Sinai only appointments, Multiple Research Appointments (MRAs) or Dual ISMMS – VA Appointments
- Shared access with research team, departmental administration, and the GCO.



The template includes an excel workbook where the data is stored and a Microsoft Word other support template. Information from these Excel and Microsoft Word are combined to create an Other Support page.

[Other Support Template Training](#) is available in PEAK as an on line on demand session.

## B. Other Support Checklist

Use the [Other Support Checklist](#) to create and submit accurate Other Support pages each time you submit. The "Notes" tab of the Other Support Checklist includes suggested language for overlap and multiple research appointments. Below is a partial sample of the checklist.

**NIH Other Support (OS) Checklist - NIH Format Req. On/After Jan 25, 2022**  
 Use this checklist in conjunction with GCO's Other Support Instructions and the Investigator Other Support Tracker.

Investigator Name: \_\_\_\_\_  
 PI Name: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 NIH #: \_\_\_\_\_ GCO #: \_\_\_\_\_

**Overall Structure**

1. Add Projects/Proposal section  
 2. Add In Kind Contributions section  
 3. Add Overlap Statement  
 4. Add Certification Language

**Projects/Proposals Section**

5. Review HR record for current active effort.  
 6. Review InfoEd Awarded/Approved Projects and compared to HR record.  
 Take appropriate action as needed.  
 7. Review InfoEd Pending Projects  
 8. Enter information and notes onto an Investigator Other Support Tracker (IOST).   
 Is investigator's salary above the NIH/DHHS cap on NIH/DHHS grants?  
 Is there any cost sharing of effort?  
*Active effort on the HR record may differ and may need to be adjusted to accurately reflect any cost sharing and the effort on NIH grants where base salary is above the NIH cap.*  
 9. Add appropriate active and pending projects to OS page.  
 If you are the PI of a sponsored project, you must include that project.  
 10. Remove expired projects or annotated as "No Cost Extension" if appropriate.  
*Check to make sure each project includes these fields: in 11. - 18. below and that the data is up to date and correct.*  
 11. Grant #  
 12. PI Name  
 13. Project Period Dates  
 14. CM effort  
 Active Projects: Provide the level of actual effort in calendar months (even if unsalaried) for the current budget period and indicate the proposed level effort for each remaining budget period.  
 Pending Projects: Indicate the level of effort in calendar months as proposed for each budget period.  
 For RPPR OS, include prospective CM for the RPPR grant.  
 15. Funding Agency  
 16. Project Period Total Cost; For projects paid per milestone completed. (e.g., per patient amt

**Note # 1 - Dual ISMMS - VA Appts**

The joint Icahn School of Medicine at Mount Sinai [Enter XX FTE appt (e.g. 1FTE, .5 FTE, etc.)) and James J. Peters VA Medical Center [enter X/8th appt (e.g., 3/8th, 5/8ths, etc)] appointment for [Investigator Name] constitutes 100% of his/her total professional responsibilities (TPE). The combined TPE at both institutions does not exceed 12 person months (PM). [Investigator's Name]'s joint appointment is documented under an MOU between Mount Sinai and the VA. There is no dual compensation for the same work, nor is there an actual or apparent conflict of interest regarding such work.

The TPE differs from the effort listed on each sponsored project budget. Effort on sponsored project budgets reflects each particular institutional time commitment only. Also included below in "( )" are the particular institutional CM time commitments for clarification purposes only.

**Note # 2 - 100% paid VA employees devoting effort on grants administered through both institutions**

[Investigator Name] holds appointments at ISMMS and the James J Peters VA Medical Center (JJPVAMC) and receives salary compensation through the JJPVAMC only.

[Investigator Name] may devote effort on grants administered by both institutions. His/her combined ISMMS and BVA time cannot exceed 12 CM.

**Note # 3 - F/K Awardees Commitment Overlap Statement**

[Investigator Name] has a K/F award, and therefore effort may appear to be over 100%. The following grants are subsumed by the F/K: List or reference grants

**Note # 4 - Commitment Overlap Statement JIT - CM greater than 11.4**

If the JIT grant is awarded, the [Investigator Name]'s effort will be more than 11.4 CM. Effort on these grants will be reduced: [Name grants]

Of those grants, below are the ones that require prior approval before reducing. [Name grants]  
 State whether you will submit or have submitted the prior approval request.

**VI. Resources**

**Guidance**

Below are guidance documents, forms, checklists, and training information.

- [Informing the NIH When Applying to Multiple Funding Agencies](#)
- [Other Support FAQs](#)
- [Other Support: Adobe Signature Certification Instructions](#)
- [Other Support: List of Most Common Errors](#)
- [Other Support: Overlap Guidance \(Dean's Office/GCO\)](#)
- [NIH and Foreign Influences on Research Integrity: A Guide to Navigating Through NIH Policy and Procedure](#)

**Template, Forms and Checklists**

- [Gift vs Sponsored Project Checklist](#)
- [Other Support Template in SharePoint](#)
- [InfoEd Eform for New and Competitive Sponsored Projects: Entering Major Goals for Other Support](#)
- [NIH Other Support Checklist](#)

**Training**

- [GCO 401: Basics of Preparing an NIH Other Support \(OS\) Page](#)
- [GCO 402: Collecting Information for the NIH Other Support \(OS\) Page](#)
- [GCO 403: Other Support Template Training](#)

## VII. Significant Changes to this Document from Prior Versions

<u>Date</u>	<u>Description</u>
12/18/24	Updated InfoEd Instruction links to the Service Now site
5/22/24	Added OnCore in the preparation and submission steps.
1/31/24	Updated information about accessing data in OnCore
1/10/24	Added new policy and procedure information for industry funded projects effective 1/1/24